

R 10-13-3 Injury to Volunteers on School Property

Accidents and/or injuries involving school volunteers on school property or any other location under the jurisdiction of the Board of Education should be reported to the principal or the person in charge of the activities at the site of the incident. First aid may be administered as appropriate; however, when in doubt about the medical treatment required, 911 should be called to obtain professional medical assistance. If the principal is not present at the site of the accident, he/she shall be notified of the incident and the action taken by the person in charge.

As appropriate, relatives of the injured person shall be contacted if requested by the injured party. In the event that no relatives are available to assist school personnel, or if the injured party does not request the notification of relative, the person in charge shall take prudent actions to assure the comfort and safety of the injured party.

The principal or the person in charge shall complete an accident report. The report shall be forwarded to the Safety Coordinator as soon as possible, but no later than the next workday. In order to expedite the processing of adult accident claims, the Business Manager shall assist the Safety Coordinator with the paperwork and accident investigation as appropriate.